



**NEW ENGLAND
COMMON ASSESSMENT PROGRAM**

***Principal/Test Coordinator
Manual***

October 3–25, 2005

Important Contact Information

General Information

If you have any questions regarding the New England Common Assessment Program (NECAP) or procedures for administering the NECAP tests, contact the Measured Progress Service Center at 1-877-632-7774. This Service Center will be available beginning on September 14, 2005. The Service Center will be open Monday through Friday between the hours of 8:00 A.M.–4:00 P.M.

If you need to order additional NECAP test materials, go to <http://iServices.measuredprogress.org> and follow the on-screen instructions. (See page 16 of this manual for more information.)

Information about NECAP Policy

If you have any comments or suggestions regarding the New England Common Assessment Program (NECAP), contact:

New Hampshire Department of Education: Tim Kurtz, Director of Assessment, 603-271-3846, 101 Pleasant Street, Concord, NH 03301-3860, www.ed.state.nh.us

Rhode Island Department of Elementary and Secondary Education: Mary Ann Snider, Director of Assessment and Accountability, 401-222-8492, 255 Westminster Street, Providence, RI 02903, www.ridoe.net

Vermont Department of Education: Michael Hock, Director of Assessment, 802-828-3115, 120 State Street, Montpelier, VT 05620-2501, www.state.vt.us/educ/

Important Dates

Test administration must be completed during this period..... October 3–25, 2005

Test materials must be ready at 8:00 A.M. for pick up by UPS October 26, 2005

TEST SECURITY

All test items and responses to those items in the New England Common Assessment Program are secure and may not be copied or duplicated in any way or retained in the school after testing is completed.

Checklist for Principals and Test Coordinators

Before testing:

- ☐ Read the *Principal/Test Coordinator Manual* and the *Test Administrator Manual*.
- ☐ Notify staff, students, and parents about testing and discourage absences.
- ☐ Designate test administrators.
- ☐ Determine testing schedule for your school.
- ☐ Meet with test administrators to review the testing schedule, distribute and review procedures in the *Test Administrator Manual*. Manuals will be available electronically from your department of education website.
- ☐ Arrange for testing of students who require accommodations. Review the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* and provide training as necessary.
- ☐ Receive and inventory test materials. Call the Measured Progress Service Center at 1-877-632-7774 to report and resolve any discrepancies prior to testing.
- ☐ Distribute appropriate Student ID Labels to test administrators.
- ☐ Ensure Student ID Labels are placed in the appropriate space provided on the Student Test Booklets and Student Answer Booklets.
- ☐ Obtain student demographic information from school records for all students for whom a label was not provided. **This information is required on page 2 of the Student Answer Booklet.** (See Appendices 3 & 4)
- ☐ Distribute test materials (including extra #2 pencils and lined scratch paper) to test administrators.
- ☐ Call the Measured Progress Service Center at 1-877-632-7774 with questions.

During testing:

- ☐ Maintain test security in all settings and locations.
- ☐ Be sure that all students have comfortable and adequate workspaces.
- ☐ Ensure accommodations are provided to students as appropriate.
- ☐ Secure test materials between test administration sessions.
- ☐ Be available to answer questions as necessary.

After testing:

- ☐ Collect and inventory all test materials from test administrators.
- ☐ Verify that the fields on the front cover of the Student Answer Booklet have been completed for all students for whom a label was not provided.
- ☐ Complete all student demographic information on page 2 of the Student Answer Booklet for all students for whom a label was not provided. (See page 20 and Appendices 3 & 4 of this manual.)
- ☐ Confirm that no paper has been taped, pasted, stapled, or otherwise attached to the Student Answer Booklet.
- ☐ Insert any large-print booklets in the envelope(s) labeled “*For Return of Large-Print Tests*”.
- ☐ Insert any student’s set of test materials requiring special handling in the envelope labeled “*Special Handling*”.
- ☐ Insert all scratch paper used by students in the envelope(s) labeled “*For Return of Scratch Paper*”.
- ☐ Inventory all valid Student Answer Booklets and insert into the envelope(s) labeled “*For Return of Used Answer Documents Only*.”
- ☐ Complete the online *Principal’s Certification of Proper Test Administration* form. Print, sign, and return a completed form for each grade level tested with the appropriate grade level test materials.
- ☐ Complete and return the *Principal/Test Coordinator Questionnaire* answer sheet with test materials.
- ☐ Pack all test materials in shipping carton(s) for return to Measured Progress. **All** secure materials (including scratch paper) **must** be returned to Measured Progress. (See page 22 of this manual.)
- ☐ Reseal the carton(s) and affix a **UPS Return Service (RS) label to each carton**. All materials must be packed and ready for pick up on Wednesday, October 26, 2005. (Detailed instructions for return of materials are provided on page 22 of this manual.)

Table of Contents

IMPORTANT CONTACT INFORMATION	i
General Information	i
Information about NECAP Policy.	i
IMPORTANT DATES	i
CHECKLIST FOR PRINCIPALS AND TEST COORDINATORS.....	ii
The New England Common Assessment Program	3
Background	3
Structure and Format of the Test.....	3
Test Coordinator's Responsibilities.	4
Test Security (Before, During, and After Testing).....	5
Breaches in Test Security	5
BEFORE TESTING	6
Preparation for Test Administration	6
Manuals	6
Student Participation and Accommodations.....	6
Who Should Be Tested.....	6
Determining How Students Will Participate Using Accommodations.....	6
Other Accommodations	7
Document Accommodations	7
Scheduling Test Sessions	7
For Teacher Use Only Field	11
Student ID Labels	11
Preparing Student Test and Answer Booklets for Testing.....	12
Prior to Test Administration.....	13
Designating Test Administrators	13
Preparing Test Administrators	13
Test Materials.....	14
Inventory Test Materials.....	14
Quantities of Student Test Booklets and Student Answer Booklets.....	16
Quantities of Other Materials	16
Ordering Additional Materials	16
Storing and Access to Test Materials.....	17
Equipment and Materials <i>Permitted</i> During Test Administration.....	17
Equipment and Materials <i>Prohibited</i> During Test Administration	18
Ancillary Test Materials	18
DURING TESTING	19
Test Administration	19
Distributing Test Materials	19
Monitoring Test Administration	19

AFTER TESTING	20
Preparation of Test Materials for Return.....	20
Collecting Materials After Testing	20
Verifying the Completion of Student Information on Student Answer Booklets	20
Completing Principal’s Certification of Proper Test Administration.....	22
Return of Materials	22

APPENDICES

Appendix 1: Sample Materials Summary Form	A-1
Appendix 2: Sample Packing Slip *Secured Material*	A-2
Appendix 3: Page 2 of Student Answer Booklet.....	A-3
Appendix 4: Instructions for Completing Student Information on Student Answer Booklets...	A-4
Appendix 5: Table of Standard Test Accommodations.....	A-6

The New England Common Assessment Program

Background

The New England Common Assessment Program (NECAP) is the result of collaboration among New Hampshire, Rhode Island, and Vermont to build a set of assessments for grades 3 through 8 to meet the requirements of the No Child Left Behind Act (NCLBA). The states decided to work together for three important reasons:

- Working together brings together a team of assessment and content specialists with experience and expertise greater than any individual state.
- Working together provides the capacity necessary for the three states to develop quality, customized assessments consistent with the overall goal of improving education.
- Working together allows the sharing of costs in the development of a customized assessment program of a quality that would not be feasible for any individual state.

Structure and Format of the Test

NECAP is a comprehensive set of tests that cover a broad range of objectives in reading and mathematics administered at grades 3, 4, 5, 6, 7, and 8 and writing at grades 5 and 8. A complete description of the objectives can be found in the *New England Common Assessment Program Grade-Level Expectations* (NECAP GLEs) developed and adopted collaboratively by the Departments of Education in New Hampshire, Rhode Island, and Vermont. The NECAP GLEs are posted on the individual state department of education websites.

NECAP tests include the following types of items:

- multiple-choice items, which require students to select the correct answer from four possible responses;
- short-answer items, which require students to provide a solution to a problem;
- constructed-response items, which require students to write a brief (up to a half page) response or show the solution to a problem;
- writing prompts, which require students to demonstrate their ability to communicate in writing through an extended response. These prompts are both stand alone and text based.

Test Coordinator's Responsibilities

Test coordinators are vital to the success of the New England Common Assessment Program (NECAP). For this reason, the instructions given in this manual and in the grade-specific *Test Administrator Manual* must be followed closely by each principal/test coordinator and test administrator.

Test coordinator's primary responsibilities are to

- serve as the school's contact person for Measured Progress;
- coordinate all test-related activities;
- prepare test administrators to administer the NECAP tests according to the directions in the *Test Administrator Manual*;
- oversee the inventory, distribution, collection, and return of all test materials; and
- ensure the security of all test materials and compliance with test administration procedures.

Test coordinator's activities:

- develop a testing schedule for your school, including the scheduling and staffing of test administrator for students who need accommodations
- become familiar with procedures detailed in the *Test Administrator Manual* and the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* and meet with test administrators to discuss those procedures and answer questions
- distribute appropriate Student ID Labels to test administrators
- ensure that, for every student with a label, the correct Student ID Label is placed in the appropriate space provided on the Student Test Booklet and Student Answer Booklet prior to testing
- identify students who will not be completing all or part of the NECAP tests for the following reasons:
 - student completed Alternate Assessment for the 2004–05 school year
 - student is new to the U.S. after October 1, 2004 and is LEP (reading and writing only)
 - student withdrew from school after October 1, 2005
 - student enrolled in school after October 1, 2005
 - student with state-approved special consideration
- obtain student demographic information for students who do not have Student ID Labels
- ensure that, for every student without a label, the applicable information is completed on the front cover and page 2 of the Student Answer Booklet
- inventory shipments of test materials against the packing slip to determine that there are sufficient materials for each test administrator
- distribute materials to test administrators and ensure that an accurate accounting of all materials consigned to each test administrator is maintained
- ensure that prior to testing at grades 3 and 4 the mathematics tool kit pieces have been punched out and placed in the white envelopes provided
- ensure that NECAP testing procedures are followed
- collect and inventory all test materials
- complete, for every grade tested, the online *Principal's Certification of Proper Test Administration*, and print, sign, and return the forms with the test materials
- complete and return the *Principal/Test Coordinator Questionnaire* answer sheet
- package all materials for return to Measured Progress. UPS has been scheduled to arrive at your school to pick up the materials on Wednesday, October 26, 2005. ***Please have test materials prepared for UPS pick up by 8:00 A.M. that day.***

Test Security (Before, During, and After Testing)

The test coordinator is responsible for ensuring the security of material for the NECAP tests. The test coordinator must notify test administrators and anyone else who has access to the test materials that test items are secure and must not be released, copied, or duplicated in the school before or during testing or retained in the school in any way after testing is completed. To protect the security of the test, all test administrators must carefully follow the instructions in this manual for administering the test and handling materials. Keep the test booklets secure at all times. Any loss of test materials should be reported immediately to Measured Progress and to your state department of education.

Using secure test material to prepare students in any way for this test administration is a violation of test security and testing procedure.

Breaches in Test Security

Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately** to the test coordinator and/or principal. The test coordinator and/or principal is responsible for reporting **immediately** the concern to the state director of assessment at the department of education. (See page i of this manual for contact information.) The district superintendent should also be notified.

Before Testing

Preparation for Test Administration

Manuals

The *Principal/Test Coordinator Manual* and the grade-specific *Test Administrator Manual* outline all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful NECAP administration. Please read this manual and the *Test Administrator Manual* to become familiar with the test administration procedures. Make note of any special arrangements that will be necessary for your school.

Student Participation and Accommodations

Who Should Be Tested

NCLB makes clear in its title that schools are accountable for all students. The three NECAP states are equally committed to supporting the inclusion of all students in assessment by using elements of universal design in the NECAP tests and by developing alternate assessments for the small percentage of students who cannot participate in the NECAP tests.

All students enrolled in the school as of October 1, 2005 are required to participate in NECAP with the following exceptions:

1. Students who completed the Alternate Assessment for the 2004–2005 school year.
2. Students who are new to the U.S. after October 1, 2004 and are LEP and take the ACCESS test of English language proficiency as scheduled in their states are not required to take the NECAP reading and writing tests. However, these students must take the NECAP mathematics test.
3. Students who have state-approved special considerations. Each state department of education has a process for documenting and approving circumstances that make it impossible or not advisable for a student to participate in state testing. Contact the following staff or visit the state's department of education website for additional information.

New Hampshire — Tim Kurtz, at 603-271-3846

Rhode Island — Mary Ann Snider, at 401-222-8492

Vermont — Mary-Ann Minardo, at 802-828-5410

Students who enroll in the school after October 1, 2005 should participate, to the extent possible, in NECAP testing. The test coordinator should determine which sessions of NECAP, if any, have been completed in the student's prior school. The remaining sessions should be administered. Be sure to complete the appropriate box on page 2 of the Student Answer Booklet if the student was unable to participate in all testing sessions.

Determining How Students Will Participate Using Accommodations

The NECAP states have agreed upon a common set of allowable accommodations. Accommodations are available to all students on the basis of individual need regardless of disability status. For detailed information on planning and implementing accommodations, refer to the *Accommodations, Guidelines, and Procedures: Administrator Training Guide* available on each state's department of education website. The Table of Standard Test Accommodations is in Appendix 5 of this manual and is also included in the *Test Administrator Manual*.

Decisions regarding accommodations must be made by the student's educational team on an individual basis. Accommodations must be consistent with those used during the student's regular classroom instruction, including test taking. Making accommodations decisions on a group basis rather than on an individual basis is not permitted.

Other Accommodations

If the decision of the student's educational team requires an accommodation not listed in the Table of Standard Test Accommodations, you must contact the department of education in advance of testing for specific instructions on encoding the "Other Accommodations (E)" and/or "Modifications (F)" section. (See page i of this manual for contact information.) Any accommodation(s) must be consistent with those used during the student's regular classroom instruction.

Document Accommodations

All accommodations used during any test session must be recorded by authorized school staff on page 2 of the Student Answer Booklet in the "Accommodations" section. A sample page 2 of a Student Answer Booklet is in Appendix 3 of this manual.

Scheduling Test Sessions

NECAP tests must be administered to students between **October 3 and 25, 2005**. All testing, including accommodations and makeup testing, must be completed by October 25, 2005. Makeup testing may begin immediately following the scheduled administration of a test session. No student should be scheduled for a makeup session prior to the scheduled administration of that test session.

Ideally, each test session should be administered when and where students are most likely to do their best. Test activities for each grade include time during the General Instructions session for completing the front covers of the Student Test Booklet and the Student Answer Booklet and time at the end of testing for completing the Student Questionnaire. Except for makeup sessions, **the test sessions must be taken in the order presented in the student's test booklet**. The front covers of the Student Test Booklet and the Student Answer Booklet must be completed for students who are absent on the first day of testing prior to administering any part of the test. All students at a particular grade level within a district must be scheduled to take the same test session **simultaneously**.

Be sure that the test administration sessions do not conflict with regularly scheduled daily activities, such as recess, snack breaks, and lunch. Sufficient time should be allowed for continuous administration of each test session. Please refer to the tables on the following pages for the reading, mathematics, and writing testing schedule information for each grade level.

NECAP test sessions are designed to be completed in approximately 45 minutes. However, recognizing that students work at different rates, NECAP tests are not strictly timed. Students are allowed up to an additional 45 minutes per session, as long as they are working productively. Therefore, schedule 90 minutes of uninterrupted time for administering each test session. Students who will need beyond 90 minutes must have an extended time accommodation determined prior to testing.

If students complete a test session early, those students may go back and check work in that session of the test **only** or close the test booklets and sit quietly. Students may not work on any other session of the test. Since some students will finish early, it is important for them to be quietly occupied so they will not disturb those students who require more time.

Testing Schedule Grades 3 & 4		
Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	Completing Student Information	5
Reading Session 1	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 2	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 3	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Mathematics Session 1	Directions	5
	Testing — Non-Calculator (12 multiple choice & 11 short answer)	90
Mathematics Session 2	Directions	5
	Testing (16 multiple choice & 8 short answer)	90
Mathematics Session 3	Directions	5
	Testing (16 multiple choice & 7 short answer)	90
Student Questionnaire	Questionnaire	20
*Although 90 minutes are scheduled in each session for testing, during pilot testing most students required one hour or less.		

Testing Schedule Grades 5 & 8		
Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	Completing Student Information	5
Reading Session 1	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 2	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 3	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Mathematics Session 1	Directions	5
	Testing — Non-Calculator (13 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 2	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 3	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Writing Session 1	Directions	5
	Testing (10 multiple choice & 3 writing prompts)	90
Writing Session 2	Directions	5
	Testing (3 short answer & 1 extended writing prompt)	90
Student Questionnaire	Questionnaire	20
*Although 90 minutes are scheduled in each session for testing, during pilot testing most students required one hour or less.		

Testing Schedule Grades 6 & 7		
Test Session	Test Activity	Scheduled Time* (in minutes)
General Instructions	Completing Student Information	5
Reading Session 1	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 2	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Reading Session 3	Directions	5
	Testing (14 multiple choice & 3 constructed response)	90
Mathematics Session 1	Directions	5
	Testing — Non-Calculator (13 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 2	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Mathematics Session 3	Directions	5
	Testing (14 multiple choice, 6 short answer, & 2 constructed response)	90
Student Questionnaire	Questionnaire	20
*Although 90 minutes are scheduled in each session for testing, during pilot testing most students required one hour or less.		

For Teacher Use Only Field

Student performance on the NECAP tests will be classified into one of four achievement levels. To provide information to assist in determining achievement level cut scores for the NECAP tests, teachers will use the For Teacher Use Only field on the front cover of the Student Answer Booklet to classify their students' **classroom performance** into one of the four achievement levels for each content area tested. Teachers should base their judgments on student classroom performance, not on how they think students will perform on these tests. This information will be used as part of the standard setting process that will be completed after testing.

The achievement level information must be provided by the student's current content teacher(s) of reading, mathematics, and writing (grades 5 and 8). For each student, teachers will use the grid to indicate their judgment of the achievement level that best describes their student's **classroom performance** this year. Three spaces are provided for each achievement level so that teachers may indicate low, medium, or high performance within that level.

This information must be completed **after testing** in all content areas has concluded.

Additional information describing the achievement levels, procedures for providing the information, and the standard setting process in general, will be shipped with test materials prior to testing.

Student ID Labels

Student ID Labels are used to ensure the accuracy of student demographic information and minimize effort for schools during testing. Student ID Labels will be shipped to your school the week of September 26, 2005. **If you have not received your labels by September 28, 2005, immediately telephone the Measured Progress Service Center at 1-877-632-7774.**

Student ID Labels were based on end of 2004–2005 school year enrollment projections. Therefore, you might receive labels for students not enrolled in your school and you may be missing labels for some students who are enrolled. It is critical to attend to each situation in the following way:

Student ID Labels for Students Not Enrolled: DO NOT affix Student ID Labels to Student Test Booklets and Student Answer Booklets for students not enrolled in your school. Return these labels to Measured Progress with your test materials.

Students WITHOUT Student ID Labels: Obtain student demographic information from school records for all students for whom a label is not provided. Ensure that these students have a state assigned student identification number. Students without an ID number can be assigned an ID number by contacting your state department of education.

New Hampshire — Michael Schwartz, at 603-271-7455

Rhode Island — Ken Gu, at 401-222-8957

Vermont — Student ID number not needed (Name, Birth Date, and Gender only). Please contact Stephen Magill, at 802-828-6565, if you have questions.

Schools will receive one Student ID Label for students in grades 3 and 4, and two Student ID Labels for students in grades 5 through 8. Each school will receive one shipment of labels packaged separately by grade. Labels will be sorted alphabetically.

Preparing Student Test and Answer Booklets for Testing

Student Test Booklets and Student Answer Booklets are shrink-wrapped together in packs of 15, 10, 5, and as singles. Each pack's quantity is indicated by a label on the top of the pack. Shrink-wrapped packs may be split to accommodate the number of students in any one testing group within a grade level at the school. Each pack contains a mix of test forms — do not reorder the test forms when distributing them to test administrators.

Students in grades 3 and 4 will receive an integrated Student Answer Booklet, which means the test questions and response spaces are in one booklet. Students in grades 5 through 8 will receive a separate Student Test Booklet and Student Answer Booklet. The Student Answer Booklet is inserted in the Student Test Booklet and must stay together because the Student Answer Booklets are specific to each test form. Student identification information must be provided on the Student Test Booklets and Student Answer Booklets before testing begins.

All Student Test Booklets, for grades 5 through 8, contain a unique serial number that is located on the bottom of the front cover of the booklets. This serial number is used by Measured Progress for test security purposes and to assist in tracking and accounting for the return of the test booklets. All Student Answer Booklets contain a unique serial number that is located in the bottom right corner of the front and back cover of the booklets. This serial number is used to uniquely identify each Student Answer Booklet and identify the test form number.

Note: The serial numbers on the Student Test Booklets will not match the serial numbers for the Student Answer Booklets.

All Student Test Booklets also contain a static bar code located on the bottom of the back cover of the booklets that identifies the product for internal use within Measured Progress.

Students in grades 5 and 8 will also receive a Writing Student Test Booklet. There is no preparation needed for these booklets prior to testing.

Grades 3 and 4

- For students enrolled in your school with a Student ID Label, affix the label to the Student Answer Booklet in the space provided on the front cover.
- For students enrolled in your school without a Student ID Label, write and bubble the student name, state assigned student ID, and birth date fields on the front cover of the Student Answer Booklet.

Grades 5 through 8

- For students enrolled in your school with Student ID Labels, affix one label to the front cover of the Student Test Booklet in the space provided. Open the Student Test Booklet and affix the second label to the front cover of the Student Answer Booklet in the space provided.
- For students enrolled in your school without Student ID Labels, write the student and school name on the front cover of the Student Test Booklets. Open the Student Test Booklet and write and bubble the student name, state assigned student ID, and birth date fields on the front cover of the Student Answer Booklet.

IMPORTANT: DO NOT separate the Student Answer Booklets from the Student Test Booklets as they are paired by test form. In the event that the documents do become separated, you will need to match the form number on the Student Test Booklet with the bracketed portion of the number printed on the bottom right corner of the Student Answer Booklet. If you have questions, please call the Measured Progress Service Center at 1-877-632-7774.

Prior to Test Administration

Designating Test Administrators

Designate enough test administrators to ensure that

- each test session will be administered simultaneously to all students being tested at a grade level,
- students can be tested in surroundings that will provide them with the opportunity to do their best work,
- students who require accommodations will be supervised by trained test administrators (see *Accommodations, Guidelines, and Procedures: Administrator Training Guide*), and
- makeup sessions will be supervised by trained test administrators.

Prior to test administration, schedule a meeting with test administrators. Distribute a copy of the *Test Administrator Manual* to each designated test administrator before this meeting. Notify all test administrators that they must read the manual thoroughly prior to the meeting. Please duplicate the manual if additional copies are required or visit the state department of education website to download additional copies. (See page i of this manual.)

Preparing Test Administrators

Test administrators should be aware that their primary roles are to encourage students to take the task seriously and do their best on the tests, to give clear directions to students, and to monitor student performance to see that directions are followed.

During the meeting with test administrators,

- assign each administrator a specific group of students for testing, including students who need accommodations,
- notify the test administrators of the testing schedule and how it will be implemented for your school,
- inform the test administrators about your school's plan for implementing NECAP test security procedures, including test environment and approved testing materials,
- inform them about test material tracking procedures,
- notify them of your school's procedures for makeup sessions,
- provide them student information for the groups of students they have been assigned to test (see below),
- create a plan for applying Student ID Labels and bubbling student identification information when a label is not available on the front cover of the Student Answer Booklet (this page must be completed **before testing**),
- explain the For Teacher Use Only field on Student Answer Booklets,
- create a plan for content teachers to complete the For Teacher Use Only field on the front cover for all of their students (this section must be completed **after testing**),
- create a plan for completing the Student Program Participation Information on page 2 of the Student Answer Booklet (this page must be completed **after testing**, see page 20 for detailed instructions),
- explain the purpose and the school's coding method for the Optional Reports field,
- discuss additional materials needed during test administration: extra #2 pencils, scratch paper, calculators, and approved mathematics materials,
- explain that prior to testing at grades 3 and 4 the mathematics tool kit pieces must be punched out and placed in the white envelopes provided,
- encourage test administrators to complete the *Test Administrator Questionnaire*, and
- answer questions regarding test administration and security procedures. As necessary, call the Measured Progress Service Center at 1-877-632-7774.

At the meeting, have available

- Student ID Labels to affix **prior to testing** on the front cover of the Student Test Booklets and Student Answer Booklets,
- student information that test administrators or authorized school staff must complete **after testing** on page 2 of the Student Answer Booklet for **each** student, regardless of whether or not the student has a Student ID Label. This information includes each student's
 - accommodation(s) with corresponding codes from the Table of Standard Test Accommodations (See Appendix 5),
 - other accommodations (E or F) that were approved by the department of education prior to testing,
 - reason why the Student Answer Booklet is being returned blank in one or more sessions of the test, if applicable, and
 - homeschooled status.
- student information that test administrators or authorized school staff must complete **after testing** on page 2 of the Student Answer Booklet for each student **without** a Student ID Label. (See Appendix 3 for a sample page 2 Student Answer Booklet.) This information includes each student's
 - gender,
 - primary race / ethnicity,
 - LEP program participation,
 - IEP status,
 - socioeconomic status (SES),
 - migrant status,
 - 504 Plan status, and
 - Title 1A program participation.

Reminders for test administrators:

Test administrators may not comment on students' work or help them in any way except when completing the Student Questionnaire. Using the current year's test materials to familiarize students with test items is a violation of test security and testing procedures.

All test items and all student responses in the NECAP are secure and may not be released, copied, or duplicated in any way or kept at the school once testing is completed.

Test Materials

Inventory Test Materials

Test materials will be delivered to the schools via UPS (United Parcel Service). There will be a separate shipment for each grade tested and the shipments may not arrive on the same day. Please alert your school staff to notify you **immediately** upon receipt of the test materials. Testing materials can be easily identified by the Measured Progress information on the carton(s). **If you have not received test materials by September 19, 2005, immediately telephone the Measured Progress Service Center at 1-877-632-7774.**

Student ID Labels will be delivered to test coordinators via UPS in a separate shipment during the week of September 26, 2005. **If you have not received your shipment of Student ID Labels by September 29, 2005 immediately telephone the Measured Progress Service Center at 1-877-632-7774.**

Inventory the test materials immediately upon receipt. The Materials Summary Form at the top of the carton labeled “Administration Materials Enclosed” provides the total number of materials for each grade level shipped to your school. Using the Materials Summary Form, mark the quantity of each item shipped in the “Qty Received” column. The Packing Slip *Secured Material* document provides a detailed list of the contents of each box, and lists the bar code numbers that appear on the **Student Test Booklets** only. **Note: The serial numbers on the Student Answer Booklets will not match the serial numbers on the Student Test Booklets.** (See Appendix 1 for a sample of the Materials Summary Form.) It is important that these materials are counted prior to testing. Any discrepancy between what is noted on your Materials Summary Form and the actual count must be reported immediately to the Measured Progress Service Center.

The sequence of how test materials are packed in cartons for each school is listed below and on the next page.

Packing Order for NECAP Materials	
Item	Notes
Materials Summary Form (1 for each grade level)	Use this form to inventory materials; check quantities under the heading “Qty Received” and “Qty Returned” when counting and returning test materials.
Packing Slip *Secured Material*	This document will provide the quantity of secure test materials shipped per box and the variable bar code numbers assigned to each test booklet.
UPS Return Service Labels	Affix label to each carton for return of all test materials.
<i>Principal/Test Coordinator Manual</i>	Extra copies may be duplicated at your school, if needed, or download from your state’s website.
<i>Test Administrator Manual(s)</i>	Extra copies may be duplicated at your school, if needed, or download from your state’s website.
<i>Principal/Test Coordinator Questionnaire</i> (yellow)	This questionnaire is to be completed by the Principal or Test Coordinator. The questionnaire answer sheet should be returned in the “Administrative Forms” envelope.
<i>Test Administrator Questionnaires</i> (blue)	This questionnaire is to be completed by the Test Administrators. The questionnaire answer sheets should be returned in the “Administrative Forms” envelope.
<i>Student Questionnaires</i>	The students should record their responses to the student questionnaire in the “Student Questionnaire” section on the back page of the Student Answer Booklet.
White envelope labeled “Administrative Forms” which will also contain the school name and school code	Please return the signed copy of the online <i>Principal’s Certification of Proper Test Administration</i> form, the completed <i>Principal/Test Coordinator Questionnaire</i> , and the completed <i>Test Administrator Questionnaires</i> in this envelope.
Rulers and Protractors	Grade specific (3–4, 5–6, 7–8) rulers are provided for use on the mathematics tests in sessions 2 and 3 only. Protractors are provided for grades 5, 6, 7, and 8 for use on the mathematics tests in sessions 2 and 3 only.

White plastic envelope(s) labeled with the grade and “For Return of Used Answer Documents Only”	For return of valid Student Answer Booklets only.
White plastic envelope(s) labeled “Special Handling” in red lettering for Student Answer Booklets needing special handling	This envelope should be used for any set(s) of test materials needing extra attention. Please attach an explanatory note with any test materials returned in this envelope.
White plastic envelope(s) labeled “For Return of Scratch Paper”	All notes, rough drafts, scratch paper, etc. used by students must be returned to Measured Progress.
White plastic envelopes labeled “For Return of Large-Print Tests” (if applicable)	Large-print test forms should be inserted into this envelope for return to Measured Progress.
White envelopes for Mathematics Tool Kits	Envelopes to hold the pieces of the Mathematics Tool Kits (grades 3 and 4).
Packs of Student Test Booklets and Student Answer Booklets	The number of Student Test Booklets and Student Answer Booklets included in each shrink-wrapped pack is indicated on the front of the pack (Mathematics Tool Kits (grades 3 and 4) and Mathematics Reference Sheets (grades 5 through 8) are also included in the packs.)

Quantities of Student Test Booklets and Student Answer Booklets

The quantity of test materials that Measured Progress sends each school is based on projected enrollment information provided by your state department of education and/or each school during June 2005. All schools also had the opportunity to verify and/or update their enrollment numbers during the beginning of August 2005. An overage of 10% has been added to each school’s enrollment to account for new students who may have enrolled after the enrollments were submitted. If large-print or Braille tests were ordered, these items will be included in the shipment.

The number of Student Test Booklets and Student Answer Booklets contained in the shrink-wrapped pack is indicated on the front of the pack. Since every test booklet shipped to a school **must** be returned, verify the quantity of booklets contained in each shrink-wrapped pack, and report immediately any discrepancies to Measured Progress.

Quantities of Other Materials

One *Principal/Test Coordinator Manual* and one *Principal/Test Coordinator Questionnaire* will be sent for each grade level tested in the school. Each school will also receive a set of instructions for completing the online *Principal’s Certification of Proper Test Administration* form for each grade level tested. The quantity of *Test Administrator Manuals* and *Test Administrator Questionnaires* is based on a ratio of about one for every 15 students enrolled in the school at each grade level. Additional manuals can be downloaded from each state department of education website. The number of Mathematics Reference Sheets, Mathematics Tool Kits, rulers, and protractors sent will be equal to the number of Student Test Booklets and Student Answer Booklets shipped.

Ordering Additional Materials

To order additional materials, log on to <http://iServices.measuredprogress.org>. Select New England Common Assessment Program on the drop-down list and click “Enter”; select “Order Additional Materials” from the left column. To access your school’s account, you will need your MP ship code,

located in the top left row on your Material Summary Form. Remember to order before 2:00 PM in order to receive additional materials by the next business day. If you have problems with the online system, contact the Measured Progress Service Center at 1-877-632-7774. **All orders must be completed by September 30, 2005 to ensure delivery of requested material prior to the start of the testing window.**

Save the original carton(s) for the return of test materials. Each carton contains a preprinted bar code label identifying test materials for your school. **Do not remove, destroy, or deface this label;** the information on the label will expedite tracking of returned material.

Storing and Access to Test Materials

Designate a **locked, secure** location for the storage of all test materials when they are not being used by students. Under no circumstances should anyone have access to test materials during testing other than individuals designated to be directly involved with test distribution or administration and students enrolled in grades 3, 4, 5, 6, 7, and 8. The test coordinator is responsible for protecting test materials from being viewed by unauthorized individuals from the time materials are received at the school until the materials are returned to Measured Progress.

Test items and student responses may be viewed only by test administrators for the purpose of test administration and only to the extent necessary for proper test administration. Under no circumstances should individuals not involved in test administration be given access to NECAP test materials.

Duplication of Student Test Booklets and Student Answer Booklets is strictly forbidden, including, but not limited to, audiotaping, videotaping, photocopying, photographing, and handwritten copying. No test materials of any kind may be retained, discarded, recycled, removed, or destroyed. Any loss of test materials should be immediately reported to Measured Progress and the state department of education.

Equipment and Materials Permitted During Test Administration

The test coordinator and the test administrator are responsible for providing an appropriate testing environment for the assessment. Students may use only the materials permitted for the assessment. These materials are listed for each test session in the *Test Administrator Manual* and in the table on the next page.

The items on the mathematics test are designed so that calculators are not required to solve any of the problems. The departments of education have set limits on the use of calculators during statewide assessment. These limits specify when calculators may be used during the assessment and which devices are allowable. However, within these limits, the fundamental decision about whether or not to use calculators is made at the local school level.

Calculators are permitted only during Session 2 and Session 3 of the mathematics test at all grade levels (3 through 8). Calculators are not permitted on Session 1 of the mathematics test. If your school does not have enough calculators for all students, students may use their own. Students may not share calculators during testing.

A four function calculator is sufficient; however, students may use a scientific or graphing calculator. The following devices and/or calculators with the following features are prohibited: pocket organizers, handheld or laptop computers, electronic writing pads or pen-input devices, cellular phones or other wireless communication devices, and calculators with a “QWERTY” keyboard. If you have a question regarding a particular calculator, please contact the state department of education.

During Session 2 and Session 3 of the mathematics test, schools may decide to provide students at grades 3 and 4 with the NECAP multiplication table or NECAP hundreds chart, instead of or in addition to a calculator. Schools must use the version available on the state department of education websites.

Equipment and Materials *Prohibited* During Test Administration

It is important to ensure that no students are either advantaged or disadvantaged during testing by their testing environment.

Reference materials, including those on the classroom walls, should not be used by students. All reference materials (printed or attached) on student desks should be removed or covered. Any displayed materials in the classroom that interfere with proper test administration are not permitted. It is not possible to list all classroom materials that may potentially create an advantage or disadvantage for students during testing; if in doubt, remove or cover the materials, or reposition students' desks so the materials cannot be viewed. If there are any questions, call the state director of assessment. (See page i of this manual for contact information.)

Dictionaries of any type and/or thesauruses are not allowed during any session of the assessment, except for word-to-word translation dictionaries allowed as an accommodation for English Language Learners.

Ancillary Test Materials

The table below summarizes the materials used during the NECAP tests and differentiates between those provided by Measured Progress and those provided by schools.

Ancillary Test Materials

	Reading <i>Provided by schools</i>	Mathematics <i>Provided by schools</i>	Mathematics <i>Provided by Measured Progress</i>
Grade 3	#2 pencils, scratch paper	#2 pencils, scratch paper, calculator*, NECAP Multiplication Table*, NECAP Hundreds Chart*	Tool Kit*, ruler*
Grade 4	#2 pencils, scratch paper	#2 pencils, scratch paper, calculator*, NECAP Multiplication Table*, NECAP Hundreds Chart*	Tool Kit*, ruler*
Grade 5	#2 pencils, scratch paper	#2 pencils, scratch paper, calculator*	Reference Sheet, ruler*, protractor*
Grade 6	#2 pencils, scratch paper	#2 pencils, scratch paper, calculator*	Reference Sheet, ruler*, protractor*
Grade 7	#2 pencils, scratch paper	#2 pencils, scratch paper, calculator*	Reference Sheet, ruler*, protractor*
Grade 8	#2 pencils, scratch paper	#2 pencils, scratch paper, calculator*	Reference Sheet, ruler*, protractor*

* For use on sessions 2 and 3 only of the mathematics test

The NECAP Multiplication Table and Hundreds Chart are for use with grades 3 and 4 only and are available on the state department of education websites.

During Testing

Test Administration

Distributing Test Materials

The test coordinator should distribute all prepared test materials to test administrators shortly before the start of the first testing sessions. Include an additional set of test materials for the test administrator to use while giving directions.

Monitoring Test Administration

Test coordinators should be actively involved in test administration through careful supervision and monitoring of the administration and test security procedures described in this manual.

During the test administration, test administrators should monitor the testing process by moving unobtrusively throughout the room. In moving about the room, test administrators should check that students are working in the correct session, are turning pages when necessary, are marking answers in the proper places, and are not spending too much time on any one item. Students should be reminded to take the task seriously.

Test administrators may not comment on students' work. Test administrators may not help students in any way except during the General Instructions, Student Questionnaire, or as specified in the *Test Administrator Manual*.

After Testing

Preparation of Test Materials for Return

Collecting Materials After Testing

After all test sessions and makeup sessions are completed, collect and inventory **all** used and unused test materials that have been returned to the test coordinator by each administrator. During this time, ensure that test security is maintained and check to see that no test materials show any evidence of breaches in test security. When materials are returned, test coordinators must verify that

1. **all** test materials, whether used or unused, have been returned by each test administrator;
2. Student ID Labels have been placed in the space provided on the Student Answer Booklet (for students enrolled in the school on October 1, 2005, for whom a label was provided);
3. the front cover and page 2 of the Student Answer Booklet have been completed accurately for each student without a label;
4. accommodations have been correctly recorded on the Student Answer Booklets for every student that used an accommodation(s) during testing;
5. the Student Answer Booklets are in good condition and are free of eraser bits, and that erasures have been made completely;
6. all Student Answer Booklets have been inserted into the white plastic envelope(s) labeled “For Return of Used Answer Documents Only”;
7. all scratch paper and other non-scorable materials have been inserted into the white plastic envelope(s) labeled “For Return of Scratch Paper”;
8. all large-print forms (if you ordered any) have been checked and inserted into the white plastic envelope(s) labeled “For Return of Large-Print Tests”; and
9. test materials that require special handling (i.e., computer generated responses) have been checked and inserted into the envelope(s) labeled “Special Handling”.

NOTE: All non-standard student generated responses (i.e., computer generated responses, brailled responses, etc.) must be transcribed by the test administrator or authorized school personnel into a regular Student Answer Booklet. The work the student generated **AND** the Student Answer Booklets that contained the transcription should be returned in the Special Handling Envelope.

Verifying the Completion of Student Information on Student Answer Booklets

The test coordinator is responsible for ensuring that all of the required student information has been correctly provided in every Student Answer Booklet for each student enrolled whether or not the student has a Student ID Label.

Use the instructions below and on the next page to verify that necessary student information has been provided on the front cover and page 2 of all Student Answer Booklets being returned.

Grades 3 and 4

For all students WITH Student ID Labels verify that:

- Student ID Labels have been properly affixed on the front cover of the Student Answer Booklets,
- accommodation information has been completed on page 2 of the Student Answer Booklets for every student that used an accommodation(s) during testing (see Appendix 5 for Table of Standard Test Accommodations),

- a reason why a Student Answer Booklet is being returned blank in one or more sessions of the test is bubbled on page 2 of the Student Answer Booklet, if applicable, and
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable.

For all students WITHOUT Student ID Labels verify that:

- the student name, state assigned student ID, and birth date fields have been completed by the test administrators or other authorized school personnel. The information should be written in the spaces provided with the corresponding circles below darkened to match the letters/numbers,
- accommodation information has been completed on page 2 of the Student Answer Booklets for every student that used an accommodation(s) during testing (see Appendix 5 for Table of Standard Test Accommodations),
- a reason why a Student Answer Booklet is being returned blank in one or more sessions of the test is bubbled on page 2 of the Student Answer Booklet, if applicable,
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable, and
- the demographic information, that is located in a separate box on the right-hand column at the top of page 2 of the Student Answer Booklet, has been completed. The field names are gender, primary race / ethnicity, LEP, IEP, SES, migrant, 504 Plan, and Title 1A. A complete set of instructions for completing these fields is in Appendix 4 of this manual.

Grades 5 through 8

For all students WITH Student ID Labels verify that:

- Student ID Labels have been properly affixed on the front cover of the Student Test Booklets and Student Answer Booklets,
- accommodation information has been completed on page 2 of the Student Answer Booklets for every student that used an accommodation(s) during testing (see Appendix 5 for Table of Standard Test Accommodations).
- a reason why a Student Answer Booklet is being returned blank in one or more sessions of the test is bubbled on page 2 of the Student Answer Booklet, if applicable, and
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable.

For all students WITHOUT Student ID Labels verify that:

- the student name, state assigned student ID, and birth date fields have been completed by the test administrators or other authorized school personnel. The information should be written in the spaces provided with the corresponding circles below darkened to match the letters/numbers,
- accommodation information has been completed on page 2 of the Student Answer Booklets for every student that used an accommodation(s) during testing (see Appendix 5 for Table of Standard Test Accommodations).
- a reason why a Student Answer Booklet is being returned blank in one or more sessions of the test is bubbled on page 2 of the Student Answer Booklet, if applicable,
- the Homeschooled field has been completed on page 2 of the Student Answer Booklet, if applicable, and
- the demographic information, that is located in a separate box on the right hand column at the top of page 2 of the Student Answer Booklet, has been completed. The field names are gender, primary race / ethnicity, LEP, IEP, SES, migrant, 504 Plan, and Title 1A. A complete set of instructions for completing these fields is in Appendix 4 of this manual.

Completing Principal's Certification of Proper Test Administration

The online *Principal's Certification of Proper Test Administration* form certifies that the administration of the test has been completed according to the requirements in this *Principal/Test Coordinator Manual*. (Detailed instructions for completing this form online will be included in your test shipment.) **Please print two copies of the completed online form for each grade tested. One copy of the form should be signed and returned to Measured Progress with the appropriate grade level's test materials. The other copy is for the school files.**

Return of Materials

Materials should be packed to be returned to Measured Progress as soon as the school has completed testing. **UPS will pick up all test materials at the school on Wednesday, October 26. Shipments should be ready by 8:00 A.M. that day as UPS will not wait to complete packing of materials.** Be sure materials are secure until they are picked up by UPS. Please do not contact UPS directly. Arrangements have already been made for the pick up of test materials.

Use the original cartons for the return shipment of materials. Each delivery will include UPS Return Service (RS) labels for shipping the cartons back to Measured Progress. You will receive the same number of RS labels as the number of cartons shipped to your school. If you use fewer cartons to return materials, please include any unused RS labels in one of the return cartons.

The bar code label on the carton must be **intact** and **unobscured**. If the bar code is missing, write your school name and return address on the carton. **Remove, cross out, or tape over any old address labels.**

Pack test materials for one grade only per carton. For example, if your school includes both grade 3 and grade 4, pack grade 3 in one carton and grade 4 in the other.

Do not use rubber bands, staples, or paper or binder clips when repackaging materials. You may use packing material, such as crumpled paper, to keep items from shifting during shipping.

Inventory all materials for return to Measured Progress using the Materials Summary Form. Mark the quantity packed for each item under the heading "Qty Returned" on this form.

Separate used and unused test materials. Print "VOID" in large letters on the outside front cover of any test materials that were marked on and then not used.

- Place all unused materials in the bottom of the carton. If test materials are marked "VOID" during test administration, include them with the unused booklets.
- Place all used Student Test Booklets for grades 5, 6, 7, and 8 in the carton(s) that will be used to return test materials for each grade level.
- Place all used Student Answer Booklets that require **no special handling** in the white envelopes marked "For Return of Used Answer Documents Only". Then place these envelopes in the carton(s) that will be used to return materials for each grade level.
- Place all test materials requiring special handling in the "Special Handling" envelope. These include test materials for students where test administration was non-routine. Call the Measured Progress Service Center at 1-877-632-7774 to discuss details of non-routine administration situations.
- Insert all large-print tests in their envelopes and then place them in the appropriate grade level carton(s).
- Insert all scratch paper used by students in their envelope(s) and then place them in the appropriate grade level carton(s).

- Insert the Materials Summary Form, the completed and signed copy of the online *Principal's Certification of Proper Test Administration* form, the *Principal/Test Coordinator Questionnaire* and the *Test Administrator Questionnaire* answer sheets into the envelope labeled “Administrative Forms” and place the envelope in the top of Carton 1.

The test materials should be packed in the shipping carton(s) in the following order from top to bottom.

TOP OF CARTON 1
“Administrative Forms” envelope
“Special Handling” envelope (if applicable)
“Large-Print tests” envelope (if applicable)
“Scratch Paper” envelope
Envelopes containing valid Student Answer Booklets
Used Student Test Booklets (grades 5 through 8)
All unused student test materials
BOTTOM OF CARTON 1 OR LAST CARTON

The following items **DO NOT** need to be returned:

- Packing Slips *Secured Material*
- Mathematics Tool Kits with envelopes
- Mathematics Reference Sheets
- Rulers and Protractors
- *Principal/Test Coordinator Manual* and *Test Administrator Manuals*
- *Principal/Test Coordinator Questionnaire*
- *Test Administrator Questionnaires*
- *Student Questionnaires*

Reseal the carton(s) with heavy-duty packing tape. Remove all labels on the carton(s) except the Measured Progress bar code label. Affix a UPS Return Service label to each carton. Mark the carton(s) “1 of 1” or “1 of 2,” “2 of 2,” etc.

UPS will arrive at your school on Wednesday, October 26, to pick up your carton(s). All test materials must be packed by 8:00 A.M. that day. This is the ONLY scheduled pick-up date.

**THANK YOU VERY MUCH FOR YOUR HELP IN
COORDINATING THE NEW ENGLAND COMMON
ASSESSMENT PROGRAM TEST.**

Appendix 1: Sample Materials Summary Form



50 Education Way
Dover, NH 03820

MATERIALS SUMMARY

Ship To:

MP Ship Code:	000000000001234		Date Packed: September 12, 2005	
Contract: 1363	Contract Name: New England Common Assessment Program		Administration: 2005-2006	
County Code:	County Name:	SU Code:	Superintendent Unit Name:	
District Code:	District Name:			
School Code:	School Name:	Grade: 5	Enrollment: 8	
Total Boxes Shipped:		1		

Box Label: 000000012345678	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
UPS Return Service Labels	EA	1		
<i>Principal/Test Coordinator Manual</i>	EA	1		
<i>Test Administrator Manual(s)</i>	EA	2		
<i>Principal/Test Coordinator Questionnaire</i>	EA	1		
<i>Test Administrator Questionnaire(s)</i>	EA	2		
<i>Student Questionnaires</i>	EA	10		
Envelope for return of administrative forms	EA	1		
Rulers	EA	10		
Protractors	EA	10		
Envelope(s) for return of Student Answer Booklets	EA	1		
Special Handling Envelope	EA	1		
Envelope for return of scratch paper	EA	1		
Envelope for return of Large-Print Tests	EA	1		
Student Test Booklets	EA	10		
Student Answer Booklets	EA	10		
Mathematics Reference Sheets	EA	10		
Large-Print Student Test Booklets	EA	1		

Appendix 2: Sample Packing Slip *Secured Material*



50 Education Way
Dover, NH 03820

PACKING SLIP *Secured Material*

Ship To:

MP Ship Code:	000000000001234		Date Packed: September 12, 2005	
Contract: 1363	Contract Name: New England Common Assessment Program		Administration: 2005-2006	
County Code:	County Name:	SU Code:	Superintendent Unit Name:	
District Code:	District Name:			
School Code:	School Name:	Grade: 5	Enrollment: 8	
Box Label:	0000000012345678			

Product	Description	Unit	Qty Shipped
0302011241011001XXXX	Reading Test Booklets	EA	10
	Class Pack Code	XXXXXXXXXX	
	Test Booklet Numbers		
	1015010776		
	1016010777		
	1017010778		
	1018010779		
	1019010780		
	1025010776		
	1026010777		
	1027010778		
	1028010779		
	1029010780		

0302011241011001XXXX	Large-Print Test Booklets — Reading	EA	1
	Class Pack Code	XXXXXXXXXX	
	Test Booklet Numbers		
	1020010781		

Appendix 3: Page 2 of Student Answer Booklet

STUDENT PROGRAM PARTICIPATION INFORMATION

Applicable information is to be completed after testing by a teacher/staff person for every enrolled student. Please refer to the Principal/Test Coordinator Manual or the Test Administrator Manual for more information.

ACCOMMODATIONS USED			
	READING	MATHEMATICS	WRITING
A-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A-9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-4	NA	<input type="radio"/>	<input type="radio"/>
C-5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C-12	NA	<input type="radio"/>	<input type="radio"/>
C-13	NA	<input type="radio"/>	NA
D-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D-5	<input type="radio"/>	<input type="radio"/>	NA
D-6	<input type="radio"/>	<input type="radio"/>	NA
E-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-2	NA	NA	<input type="radio"/>
F-1	NA	<input type="radio"/>	NA
F-2	<input type="radio"/>	NA	NA
F-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMPLETE THE INFORMATION BELOW FOR EVERY STUDENT WITHOUT A LABEL, IF APPLICABLE.

GENDER

☐ Female ☐ Male

PRIMARY RACE / ETHNICITY

- ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino
☐ Native Hawaiian or Pacific Islander
☐ White

LEP

- ☐ Currently receiving LEP services
☐ Former LEP student - monitoring year 1
☐ Former LEP student - monitoring year 2

IEP

☐ Yes

SES

☐ Yes

Migrant

☐ Yes

504 Plan

☐ Yes

TITLE 1A

☐ Yes

HOMESCHOOLED

☐ Yes

Student Answer Booklet is being returned blank in one or more sessions for the following reason:

- ☐ Student completed Alternate Assessment for the 2004-05 school year.
☐ Student is new to U.S. after Oct. 1, 2004 and is LEP (reading and writing only).
☐ Student withdrew from school after Oct. 1, 2005.
☐ Student enrolled in school after Oct. 1, 2005.
☐ State-approved special consideration.
☐ Student was enrolled on Oct. 1, 2005 and did not complete test for reasons other than those listed above.

OPTIONAL REPORTS

Identify the appropriate code number:

A 1 2 3 4 5 6 7 8 9 10

B 11 12 13 14 15 16 17 18 19 20

C 21 22 23 24 25 26 27 28 29 30

Appendix 4: Instructions for Completing Student Information on Student Answer Booklets

Test administrators or authorized school personnel are responsible for properly affixing Student ID Labels in the appropriate space provided on the Student Answer Booklets. For students that do not have a Student ID Label available for them, test administrators or authorized school personnel are responsible for completing the student information on the front cover and page 2 of the Student Answer Booklets. The test coordinator is responsible for verifying that the information has been completed correctly.

Use the instructions beneath each heading below to complete the student information sections located on the front cover and page 2 of the Student Answer Booklets.

Front Cover

For Teacher Use Only

Refer to the achievement level descriptions to select the achievement level that best describes the student's classroom performance. Darken a circle to indicate low (-), high (+), or medium (1, 2, 3, or 4) performance within that achievement level.

The teacher judgments of student proficiency in classroom work will be used in the standard setting process to determine achievement level cut scores for the NECAP tests. This must be completed by the student's content teacher(s) after testing in all content areas has concluded.

Student Name

Write in the student's last name, first name, and middle initial in the spaces provided and then darken the corresponding circles below that match those letters.

State Assigned Student ID

Write in the student's state assigned student ID number in the spaces provided and then darken the corresponding circles below that match those numbers.

Birth Date

Darken the month of the student's birthday. Write the number of the day and year the student was born in the spaces provided and then darken the corresponding circles below that match those numbers.

Page 2

Accommodations Used

If the student used any accommodation(s) listed in the Table of Standard Test Accommodations in Appendix 5 of this manual, darken the circle that corresponds to the accommodation(s) for each content area.

Reason for Return of Blank Student Answer Booklet

If a student's Student Answer Booklet is being returned blank in one or more sessions, darken the circle next to the most appropriate reason available.

Homeschooled

Darken the circle if the student is a homeschooled student and not enrolled in the school.

Optional Reports

This field enables school districts or schools to indicate groupings of students that can be used for analysis of results at the local level. Groupings may be based on any factor of interest to the school such as class, teacher, feeder school, instructional program, etc. The three rows (A, B, C) may be used to indicate up to three code numbers per student. Darken no more than one circle per row (A, B, C).

Code numbers indicated on the grid will be included on the student-level data file of NECAP results as completed. No analysis or reporting of the Optional Reports code numbers will be included with the reporting of NECAP results. Be sure to keep a copy of the key to identify code numbers at the local level.

The following information must be provided on page 2 of the Student Answer Booklet for any student that does not have a Student ID Label available for them. This information should be provided after testing in accordance with applicable state and federal regulations governing confidentiality.

Gender

Darken the circle that corresponds to the student's gender.

Primary Race / Ethnicity

Darken the circle that corresponds to the student's primary ethnicity.

LEP

Darken the circle that corresponds to the student's LEP status, if applicable.

IEP

Darken the circle if the student has an Individual Education Plan.

SES

Darken the circle if the student is eligible for Free or Reduced Price Meals consistent with USDA National School Lunch Program regulations.

Migrant

Darken the circle if the student is classified as Migrant.

504 Plan

Darken the circle if the student has a 504 Plan.

Title 1A

Darken the circle if the student participated in the Title 1A program this year.

Appendix 5: Table of Standard Test Accommodations

Table of Standard Test Accommodations

Any accommodation(s) utilized for the assessment of individual students shall be the result of a formal or informal team decision made at the local level. Accommodations are available to all students on the basis of individual need, regardless of disability status.

A. Alternative Settings

- A-1 Administer the test individually in a separate location
- A-2 Administer the test to a small group in a separate location
- A-3 Administer the test in locations with minimal distractions (e.g., study carrel or different room from rest of class)
- A-4 Preferential seating (e.g., front of room)
- A-5 Provide special acoustics
- A-6 Provide special lighting or furniture
- A-7 Administer the test with special education personnel
- A-8 Administer the test with other school personnel known to the student
- A-9 Administer the test with school personnel at a non-school setting

B. Scheduling and Timing

- B-1 Administer the test at the time of day that takes into account the student's medical needs or learning style
- B-2 Allow short, supervised breaks during testing
- B-3 Allow extended time, beyond what is recommended, until in the administrator's judgment, the student can no longer sustain the activity

C. Presentation Formats

- C-1 Braille
- C-2 Large-print version
- C-3 Sign directions to student
- C-4 Read test aloud to student (Mathematics and Session 1 Writing only) ¹
- C-5 Student reads test aloud to self
- C-6 Translate directions into other language
- C-7 Underline key information in directions
- C-8 Visual magnification devices
- C-9 Reduction of visual print by blocking or other techniques
- C-10 Acetate shield
- C-11 Auditory amplification device or noise buffers
- C-12 Word-to-word translation dictionary, non-electronic with no definitions (For ELL students in Mathematics and Writing only)
- C-13 Abacus use for student with severe visual impairment or blindness (Mathematics - Any Session)

D. Response Formats

- D-1 Student writes using word processor, typewriter, or computer. ² (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)
- D-2 Student hand writes responses on separate paper. (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)
- D-3 Student writes using Braille. (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)
- D-4 Student indicates response to multiple-choice items. (School personnel records student responses into the Student Answer Booklet.)
- D-5 Student dictates constructed responses (Reading and Mathematics only) to school personnel. (School personnel transcribes student responses exactly as dictated, into the Student Answer Booklet.)
- D-6 Student dictates constructed responses (Reading and Mathematics only) using assistive technology. (School personnel transcribes student responses exactly as written, into the Student Answer Booklet.)

If an accommodation that is not listed above is needed for a student, please contact the state personnel for accommodations to discuss it.

E. Other Accommodations ³

- E-1 Accommodations team requested other accommodation not on list and DOE approved as comparable
- E-2 Scribing the Writing Test (only for students requiring special consideration)

F. Modifications ⁴

- F-1 Using a calculator and/or manipulatives on Session 1 of the Mathematics Test
- F-2 Reading the Reading Test
- F-3 Other

1. Reading the Reading Test to the student invalidates all reading sessions.
2. Spell and grammar checks must be turned off. This accommodation is intended for unique individual needs, not an entire class.
3. Test coordinators must obtain approval for the accommodation from the Department of Education prior to test administration.
4. All affected sessions using these modifications are counted as incorrect.

